

MUNICIPAL LIBRARY ACQUISITIONS POLICY

Selection of specific books and other library material is the responsibility of the Supervising Librarian, and, under her/his direction, qualified members of the professional staff. The DORIS Commissioner is ultimately responsible for final decisions on proposed acquisitions.

Selection of Library holdings is based on New York City Charter provisions, as well as on the interest, informational needs, and enlightenment of Municipal Library patrons. It is part of the Municipal Library's mission to preserve and provide access to unique sources of print and electronic information published by New York City's municipal agencies. Publications by other governmental and non-governmental entities that serve to enrich the understanding of New York City government will also be considered. The Library acquires the following materials:

1. City Charter-required submissions, in all formats

According to the *City Charter*, Chapter 49, Section 1133(a),

The head of each agency shall transmit to the municipal reference and research center at least four copies of each report, document, study or publication of such agency immediately after the same shall have been published or issued. The head of each agency shall also transmit to the department of records and information services or its successor agency, in electronic format, each report, document, study and publication required by local law, executive order, or mayoral directive to be published, issued, or transmitted to the council or mayor, within ten business days of such publication, issuance or transmittal to the council or mayor, which materials shall be made available to the public on or through the department's website, or its successor's website, within ten business days of such publication, issuance or transmittal to the council or mayor. The agency shall further transmit to the municipal reference and research center four copies of each report, document, study or publication prepared by consultants, or other independent contractors, as soon as such report or study is released, and shall further transmit within ten business days of release by the agency, in electronic format, to the department of records and information services each such report, document, study or publication. Such materials shall further be made available to the public on or through the department's website, or its successor's website, within ten business days of release by the agency. Where practicable, each agency shall also transmit, in electronic format, to the department of records and information services or its successor agency any report, document, study and publication required to be published by any state or federal law, rule or regulation within ten business days of publication. Such materials shall further be made available to the public on or through the department's website, or its successor's website, within ten business days of such publication.

2. Various other materials published by New York City agencies

The Municipal Library will acquire other published materials, including but not limited to video records of meetings and social media publications such as Twitter and Instagram.

3. State and federal government reports and publications

The Municipal Library will acquire government publications from other government entities if they are relevant to New York City municipal issues, at the discretion of professional staff.

4. Publications that serve to enrich patrons' use of agency and state or federal publications

A strictly limited number of commercial, academic and non-governmental publications will be acquired in order to best serve the research needs of patrons.

5. Gifts and bequests

The Municipal Library accepts certain publication gifts and bequests if, in the judgment of professional staff, the gift or bequest enhances the Library's collection and serves patrons' interests, such as materials relating to New York City's municipal history or policies. The Municipal Library can provide a letter of receipt for gifts but cannot appraise the value of materials.

6. Patron and staff requests

Requests for acquisition of materials will be considered, provided they enhance the Library collection and serve the research needs of the patrons.

Acquisitions are generally paid for with funds from the Koch Fund. The Library does not accept materials on approval.